

Message

From: R4DART@epa.gov [R4DART@epa.gov]
Sent: 9/30/2020 12:14:04 PM
To: Famble, Alayna [famble.alayna@epa.gov]
CC: Cole, Robert [colerb@dhec.sc.gov]; Tim Kadar [kadartj@dhec.sc.gov]; R4DART [R4DART@epa.gov]
Subject: R4LSASD SCRIBE Summary - Project 21-0007
Attachments: DART-Existing-StationIDs-SCN000407298.csv; 21-0007 -SCN000407298-Lake Conestee.txt

Project Log Summary Report:

Use information in the table below to create your site in SCRIBE.

Anything 'Missing' should be corrected before going to the field.

SCRIBE//DART Info	
DART Site	LAKE CONESTEE
DART Site Name	Lake Conestee
State	SC
Project Number	21-0007
Project ID	21-0007
Program	SI
Project Leader	Famble, Alayna
Sampling Company	PL-SCDHEC

Project Log Sample Estimates:

This table is a summary of samples by media and analysis for your project.

Sample Estimates			
Media		Sample Qty	
SOIL		80	
Analyses Booked			
Media	Test Level Desc	Qty	Analysis
SOIL	ASB Routine	80	Metals Scan with Mercury

Electronic Data Submittal Reminder:

The samples for the analysis listed above will be shipped to : CLP or LSASD.

You must prepare a .xml file in SCRIBE and send to SMO for each shipment.

Remember: You must prepare a separate USEPA Chain of Custody (COC) in Scribe for each Project Number you have and for each day you ship.

CLP Instructions:

Select the applicable CLP COC format(s) in Scribe under COC Details. Generate a printed and signed Lab Copy to place with shipment.

You must prepare an .xml file in SCRIBE and send to SMO by uploading to the SMO Portal for each shipment as soon as possible after samples have shipped.

When you have shipped all of these samples, you must prepare a SINGLE .xml file and Region Copy (pdf) from within Scribe that includes all COC reports for CLP. E-mail to R4SampleCustody@epa.gov. Name the files to reflect the Project Number and the CLP samples as follows: 21-0007CLPComplete.xml and 21-0007CLPComplete.pdf.

LSASD (Regional Laboratory) Instructions:

Select the CLP Generic COC format in Scribe under COC Details. Generate a printed and signed Region Copy to place with shipment.

You must prepare an .xml file and Region Copy (pdf) of the COC and send to LSASD immediately upon shipment. E-mail to R4SampleCustody@epa.gov. Name the files to reflect the Project Number (21-0007) and the shipment number (numbered sequentially for each shipment of Regional laboratory samples as follows: 21-0007LSASDShipment_1.xml and 21-0007LSASDShipment_1.pdf.